



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Information Pack

Head Groundsperson

To Start as soon as possible

Closing Date:

Tuesday 18th April 2023

Interview Date:

Week commencing 24th April
2023





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Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike



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The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell.

The Department

The Grounds department is a thriving and friendly team dedicated to maintaining an exemplary standard of maintenance to the School's grounds and gardens. We are a team of 9 who report to the Grounds Manager. We work to recognised national standards and expect the highest standards of Groundsmanship at all times.



The Role

The school is seeking to appoint a Head Groundsperson to supervise and assist with the day-to-day set up and maintenance of the School's sports pitches and surrounding grounds (including artificial surfaces). This is a very varied role and will report directly to the Grounds Manager. Under his direction, the role will include, but not be restricted to, the following duties:

- To assist the Grounds Manager in the management and delivery of grounds maintenance including landscaping services and general process management.
- To lead when the Grounds Manager is absent on occasions.
- During the summer term take responsibility for one of the three large sports fields, maintaining high standards with the help of other team members.
- Setting and ensuring the highest standards of safety and grounds maintenance for employees and customers.
- Delivery of high-quality grounds maintenance service to all sites to the highest standard, in line with policies, legislative, environmental and certifying authorities' compliance and best practice.
- To be responsible for allocated ground maintenance tasks from start to completion, including scoping the task, pricing and ordering materials, liaising with the customer, undertaking the work personally or co-ordinating and supervising others to ensure timely completion.
- To monitor the results of the grounds maintenance service and suggest and deliver improvements.



- To be responsible for ensuring that all Health & Safety requirements for each task is in line with H&S legislation, best practice and MCS H&S policy.
- To support match day operations.
- To work closely with partners and stakeholders in order to provide the most suitable environment for the users of grounds facilities.
- To manage contracts and assist where required in their procurement.
- To be available and/or remain on site in the case of emergency repairs/situations until, as a minimum, a temporary and safe situation is achieved.
- To provide grounds maintenance and H&S support for any function/event.

The Candidate

The ideal candidate will have a passion for the outdoors and be physically able to work outdoors in all weathers with a high level of manual work. A high level of assertiveness, patience and willingness to help is essential, alongside the ability to work flexibly and independently.

Essential Skills:

- Good level of general education.
- A qualification in NVO Level 2 in Sports Turf or PA1 & 6 Pesticides application (or equivalent)
- Candidates must be able to provide evidence of demonstrable experience in a similar role at supervisory level. (including: setting





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targets, monitoring outcomes, achieving results and working towards continuous improvement)

- Successful track record of grounds maintenance service delivery.
- Experience in maintaining maintenance machinery.
- A good level of customer focused delivery and PC literacy.
- Basic understanding of hard landscaping.
- Health & Safety knowledge, awareness and delivery.
- Knowledge in cricket wicket preparation to a high standard.

Desirable

- Managing budgets & financial processes.
- Awareness of the ethos of independent day schools.
- Demonstrates accuracy and keen eye for detail .
- Effective organisational and time management.
- Calmness under pressure.
- Strong people skills, particularly networking.
- Sense of ownership and control over areas of responsibility, taking pride in ensuring the smooth and efficient running of the department – being a team player making a meaningful contribution.





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Application Process

Candidates should submit the “MCS Application Form for Teaching and Support Staff” which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [Click here](#). To apply for the position please send the following two documents to the HR Administrator, Miss Aimee Edwards (recruitment@mcsoxford.org).

1. “MCS Application Form for Teaching and Support Staff” Form
2. CV (Curriculum Vitae)

All documentation should be sent no later than Tuesday 18th April, at noon; early applications are highly encouraged. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.

We anticipate holding 1ST round interviews the week commencing 24th April followed by a 2nd round interview with the Bursar. We will be in contact with shortlisted candidates by telephone. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

Equal Opportunities

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.



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Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s).



Remuneration and other benefits

This is a full-time, permanent job with a competitive salary commensurate with experience. The hours of work are 40 hours per week (Monday-Friday 08.00-17.00), with some weekend and evening work as required.

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

There is a wide range of benefits on offer to staff, including a free lunch during term time, free private health insurance and complimentary use of school sports facilities. The School has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs, including football, climbing, yoga, Pilates, and badminton. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions

School fee remission for the children of full-time staff who pass entrance tests for the school is currently 50%. **Headington Girls' School currently allows full time staff daughters who pass entrance tests for the school a 20% remission.** (Headington fee remission is only available to staff with an FTE of 50% or over).



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Please note that MCS is an inner-city school, with very limited parking. Staff are encouraged to use public transport wherever possible for their journey to work.

Additional Information

If you have any questions or require additional information, please contact the HR office: 01865 253401.

